

NH Employment Security Offices

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CONCORD

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Tel: 447-5924

KEENE

109 Key Rd., Keene, NH 03431-3926
Tel: 352-1904

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426 Union Ave. Laconia, NH 03246-2894
Tel: 524-3960

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85 Mechanic St., Lebanon, NH 03766-1506
Tel: 448-6340

LITTLETON

646 Union St., Ste 100, Littleton, NH 03561-5314
Tel: 444-2971

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300 Hanover St., Manchester, NH 03104-4957
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6 Townsend West, Nashua, NH 03063-1217
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2000 Lafayette Road, Portsmouth, NH 03801-5673
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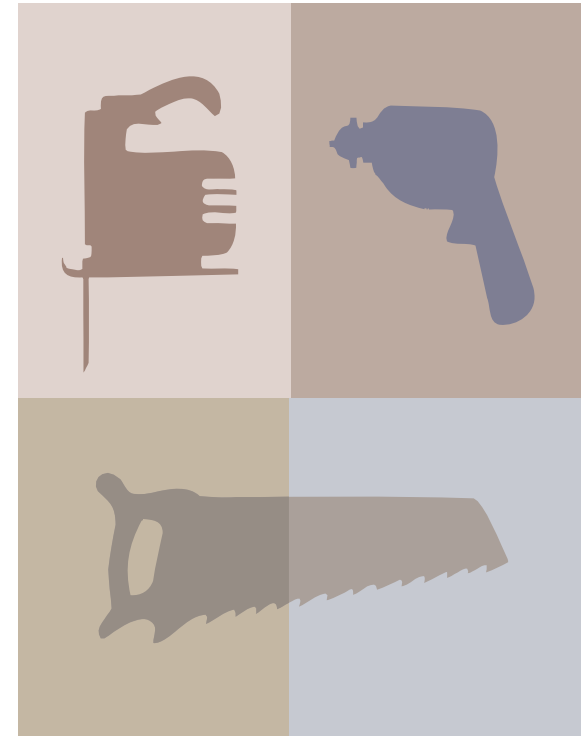
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29 South Broadway, Salem, NH 03079-3026
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On-The-Job Training under the Trade Act of 1974



On-the-Job Training offers incentives for employers to hire . . .

NHES is a proud member of America's Workforce Network and NH WORKS.

NHES is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. Auxiliary aids and services are available upon request of individuals with disabilities.

TDD/TTY ACCESS: RELAY NH 1-800-735-2964

DES 1218 3/05

New Hampshire Employment Security
32 South Main Street
Concord, NH 03301

_____ is eligible for an **On-The Job Training (OJT) Contract through NH Employment Security as a result of Trade Adjustment Assistance.**

What is On-the-Job Training?

On-The-Job Training, or OJT, matches employers with qualified individuals who are eager to work, but need the specialized training only YOUR business can supply. YOU, the employer agree to provide On-the-Job Training to a Trade Adjustment Assistance (TAA) eligible participant and the Trade Adjustment Assistance (TAA) program reimburses you up to 50 percent of the trainee's starting wage for the contract period.

What is Trade Adjustment Assistance?

The Trade Adjustment Assistance (TAA) program is available to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. The federal government certifies companies as eligible for Trade Act benefits under guidelines set forth in the Trade Act of 1974.

TAA offers a variety of benefits and services to help unemployed workers prepare for and obtain suitable employment.

On-the-Job Training offers a financial incentive to employers to hire and train TAA eligible participants who lost their jobs due to foreign competition. In addition, New Hampshire Employment Security counselors provide case management support throughout the training program.

How does the program work?

After a job interview, you agree to hire a TAA eligible participant at the normal starting wage and benefit package for the position.

- ❑ Once you've agreed to hire the TAA eligible participant, **but before he/she actually begins working for you**, a NH Employment Security counselor will work

with you to develop a training contract that will be tailored to meet the training needs of the position based on federal guidelines and a program called O*NET.

- ❑ While the TAA eligible participant is in training, you submit monthly progress reports and invoices to receive reimbursements for training costs. Payment is based on the total number of hours the trainee worked in that month. Overtime hours cannot be reimbursed.
- ❑ You agree to retain the TAA eligible participant as a full-time employee when the training period is completed.

NH Employment Security will do most of the paperwork!

The Trade Adjustment Assistance eligible participant has already received extensive pre-employment screening. This ensures that TAA participant's individual interest, aptitudes and abilities are appropriate for the training occupation. NH Employment Security counselors will assist you with all of the forms. You have minimal paperwork!

YOU design the training!

One of the advantages of OJT is, YOU, the employer, make the training decisions. OJT is tailored to YOUR job description and the needs of YOUR company. The length of training (limits do apply) will depend on the complexity of the job and the skills and experience the individual will need to learn.

YOU save money!

Trade Adjustment Assistance OJT reimburses you monthly. Reimbursement is up to 50 percent of the trainee's starting wage for the contract period.

Trade Adjustment Assistance will also provide essential tools for the trainee, provided that such tools are required of all employees who work for your company in similar positions.

Advantages to the employer:

- ✓ Subsidized wages
- ✓ Better trained employee
- ✓ Structured training outline
- ✓ TAA eligible participants have recent work histories
- ✓ Minimal paperwork

Terms and conditions of an On-the-Job Training contract

- The employer is reimbursed up to 50 percent of the wages paid to workers during training.
- The OJT cannot interfere with any other training contract.
- The employer cannot fire anyone with the intention of filling the vacancy with the eligible worker.
- The job for which the eligible worker is being trained cannot be created just so he/she can receive OJT funds.
- The employer must guarantee that they will continue to employ the eligible worker for at least 26 weeks after completion of training.

